

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Contact Name (if available)
Title
Company Name
Address
City, State, Zip Code

Dear Contact Person (if no name is available, address with Dear Hiring Manager):

I'm writing to express my interest in the Web Design Specialist position listed on Craigslist. I have experience designing consumer-focused health-based websites. While much of my experience has been in the business world, I understand the social value of the non-profit sector.

My responsibilities included the design and development of the site's editorial voice and style, and the daily content programming and production of the website. I worked closely with health care professionals and medical editors to help them provide the best possible information to a consumer audience of patients and health care professionals.

Experience has taught me how to build strong relationships with all departments at an organization. I have the ability to work within a team as well as cross-team. I can work with web engineers to resolve technical issues and implement technical enhancements, work with the development department to implement design and functional enhancements, and monitor site statistics and conduct search engine optimization.

My salary requirement is in the \$70,000 - \$80,000 range.

Thank you for your consideration,

Your Name
Your LinkedIn Profile URL (optional)
Your Email Address
Your Phone Number